

ACES 2017 Conference
Averting Burnout Constructively and Decisively
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**Our Top 10s: Un-mutually exclusive ways
to keep the joy in your life**

Becca's Top 10 — Common-sense things focused on YOU.

- 1) Keep your sense of humor.
- 2) Keep your sense of perspective.
- 3) Keep your PMA. Focus on solutions.
- 4) Keep yourself healthy.
- 5) Share what you know.
- 6) Volunteer.
- 7) Take vacation time; if you're sick, take sick time.
- 8) Have outside interests.
- 9) Say "no." Set realistic expectations — and realistic limits.
- 10) Maintain a strong support network — ACES and the people in this room are a great start.

Rick's Top 10 — The basics at work that work.

- 1) If you are always playing catch-up because others are behind, take over planning and scheduling deadlines.
- 2) Take your lunch breaks if you're allowed them. If contracted for a project, make it known that you are not available certain hours or days in the week.
- 3) It's OK to ask for help. It's OK to say "no."
- 4) Can't put down overtime? Check into comp time.
- 5) Start or host contests, such as for design or catching errors, with a traveling trophy.
- 6) Start a group to share wellness ideas while walking 20 minutes one day a week.
- 7) Begin Finger Food Friday or small, low-cost potlucks.
- 8) Self-evaluations.
- 9) Continuing education — on-the-job training, cross-training. Take college classes. Travel to network, letting customers/employers know you will be refreshed when you return.
- 10) Spend a day or two a week on a hobby or interest, something other than copy editing; or if editing content, do it as a volunteer.